

POSITION TITLE: INDUSTRIAL SPECIALIST IV -  
Packing and Processing Plant

DEPARTMENT: Agribusiness, Land and Minerals

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 023062

Performs highly complex work in the production and processing of various food products. Work involves overseeing the work of offenders to ensure efficient operations. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

- A. Monitors offenders in the performance of assigned tasks; monitors and reviews production to ensure quality and quantity control of finished products; and makes recommendations on production procedure changes.
- B. Reviews raw material requirements; ensures proper maintenance of machinery and equipment; and makes repairs as needed.
- C. Develops production standards; prepares production quality and quantity reports; and maintains related records and documents.
- D. Assists in the development and implementation of an established training program; coordinates and ensures on-the-job and safety training are conducted on a continuous basis; and maintains evaluations and records of training activities and proficiencies.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   INDUSTRIAL SPECIALIST IV -  
                          Packing and Processing Plant

SALARY GROUP:     A16

DEPARTMENT:       Agribusiness, Land and Minerals

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Eighteen months full-time, wage-earning experience in meat processing operations or packing plant operations.
3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of offenders preferred.

**B. Knowledge and Skills**

1. Knowledge of meat processing, packing plant operations, and quality control procedures.
2. Knowledge of state and federal laws, rules, regulations, and guidelines related to food processing.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the operation and maintenance of food processing machinery and equipment.
5. Skill to implement production procedures.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to train and supervise offenders.

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Page 3 of 3

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, dampness and chill, excessive or intermittent noise, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, forklift, pallet jack, industrial meat processing equipment, scales, and automobile.